



# The Salvation Army

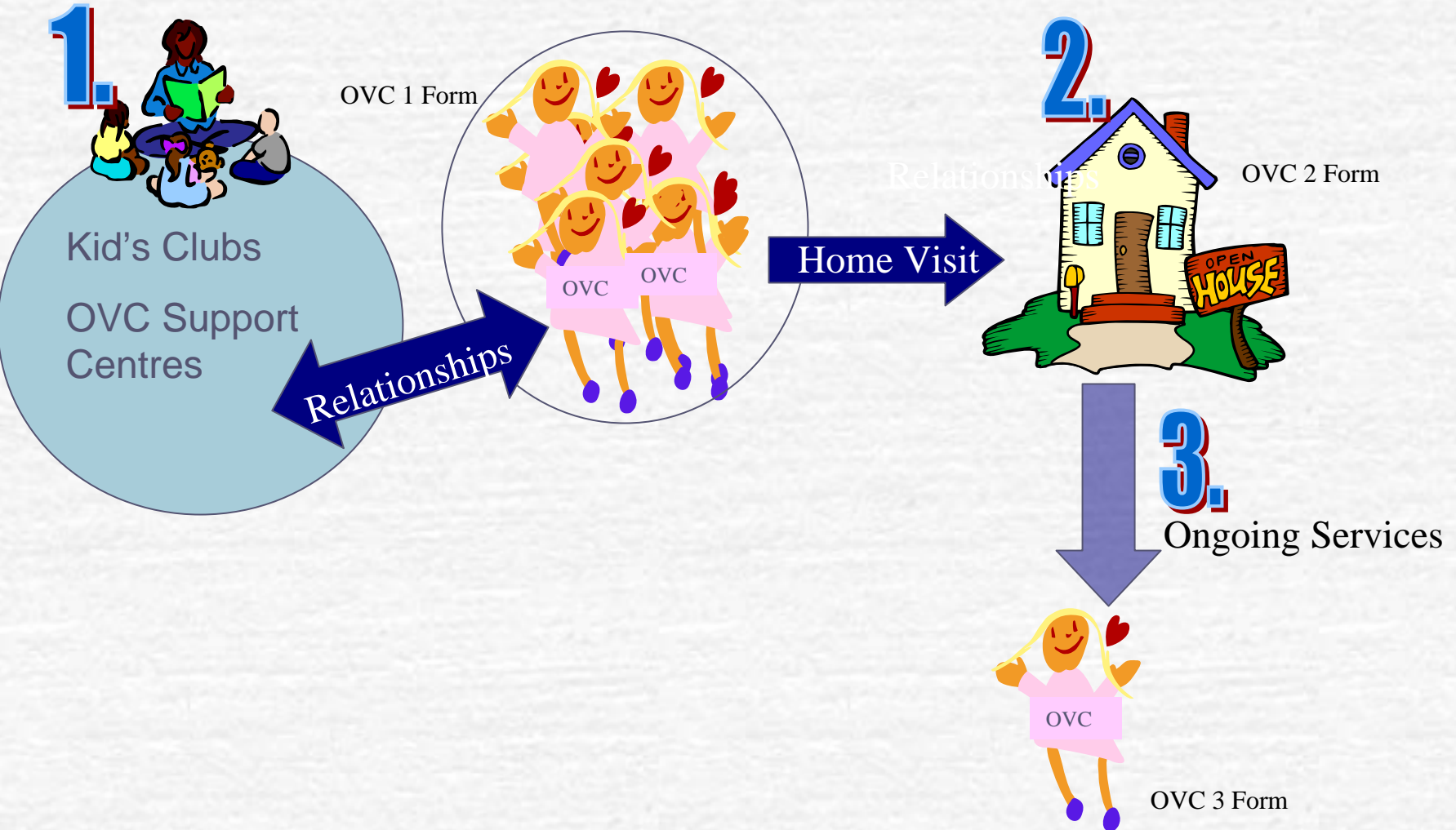
## Matsoho A Thuso

## M&E Tools



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Sept. 12 2006

# How We Work



# M&E Tools: The Process

- ◊ Collaborative Effort b/w Project Manager and M&E Manager
- ◊ Many, many many drafts. Total process 2-3 months.
- ◊ Considered tools that other partners were using and adapted them to suit our programme
- ◊ Assistance provided by Rita from PACT
- ◊ Would continue to adapt the forms as weaknesses became apparent (I.e No place to indicate gender of the child)
- ◊ Cost: Low. Time of personnel, photocopies, distribution to volunteers
- ◊ Training: Integrated into our OVC workshops (Fridays).

# Challenges

- ♦ In many sites volunteers put much effort into Kid's Clubs, and less effort into home visits and assisting individual children. There are sites where this is working well, and others where we struggle to get volunteers to identify OVC.
- ♦ Low literacy levels of volunteers. If the forms are too complicated, they don't use them.
- ♦ Getting the volunteers used to regular reporting...not easy!
- ♦ High turnover of OVC volunteers, possibly because a lot is expected of them, and they do not feel adequately appreciated.

# Key Issues

- ♦ M&E needs to catch up with the services actually being rendered. More training, more on-site support visits, incentives perhaps not for volume of data generated, but by regularity of data received?
- ♦ How to make volunteers feel appreciated to reduce turn-over, while bearing the issue of sustainability in mind.
- ♦ Perhaps we need to expand our model, and work more within communities and with other community structures where present to identify OVC
- ♦ To increase direct reach, change our strategy to include OVC camps where we are not totally dependant on volunteers to capture the services provided to children.





Corps: \_\_\_\_\_  
Kids Club Leader: \_\_\_\_\_

**CHILD'S DETAILS:**

Name: ..... Male: ? Female: ?  
ID number: .....or Birth certificate number: ..... None: ?  
Age: ..... Date of Birth: .....  
Name of school: ..... Current standard: .....

**FATHER'S DETAILS:**

Father's full names:.....  
 ID:.....  
 Deceased      ?                      Missing      ?  
 Explain:.....  
 .....

**MOTHER'S DETAILS:**

Mother's names:.....  
ID:.....  
Deceased      ?                                      Missing      ?  
Explain:.....  
.....  
.....

**THE HOME:**

What is the child's address? .....							
How many people live in the house?	Adults	1 ?	2 ?	3 ?	4 ?	5 ?	
	Children	1 ?	2 ?	3 ?	4 ?	5 ?	
Is the head of the household older than 18?			YES	?		NO	?
Does this child have a legal guardian (by the court)?			YES	?		NO	?
Does the child receive any government grant help?			YES	?		NO	?
What grants do they receive? .....							
Has the child been visited by a social worker in the last 6 months?			YES	?		NO	?

**RELATIVES:** (If not living with parent)

Does the child have other adult relatives?                      YES                      ?                      NO                      ?

Name: ..... ID: .....

Relation:    Aunt    ?                      Uncle    ?                      Brother    ?                      Sister    ?                      Grandparent    ?

Where do they live? (Town, Province) .....

**SOCIAL WELFARE:**

Magisterial District: .....

Applicable Local Authority: .....

Nearest Social Services Branch office: .....

Nearest Dept of Home Affairs service office: .....

Next of kin details: (Full Name, Tel no, Address) .....

How many meals does the child get per day?	1 ?	2 ?	3 ?	None ?
Is the child currently in school?	YES ?			NO ?
Does the child have a school uniform?	YES ?			NO ?
Does the child have a blanket (one per child)?	YES ?			NO ?
Does the child have a clinic card? (If under 5 yrs old)	YES ?			NO ?
Has the child been to the clinic for injections (vaccinations)?	YES ?			NO ?

Observation:	Health Status
1	Healthy
2	Healthy
3	Healthy
4	Healthy
5	Healthy
6	Healthy
7	Healthy
8	Healthy
9	Healthy
10	Healthy
11	Healthy
12	Healthy
13	Healthy
14	Healthy
15	Healthy
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91	Healthy
92	Healthy
93	Healthy
94	Healthy
95	Healthy
96	Healthy
97	Healthy
98	Healthy
99	Healthy
100	Healthy

Child	Healthy ?	Sick ?	Explain.....
Mother	Healthy ?	Sick ?	Explain.....
Father	Healthy ?	Sick ?	Explain.....



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## OVC Tracking Form

Today's Date: \_\_\_\_\_

Corps: \_\_\_\_\_

Division: \_\_\_\_\_

CPF Signature : \_\_\_\_\_

Kid's Club Leader Signature : \_\_\_\_\_

Name (with surname) of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date when you identified this child as on OVC: \_\_\_\_/\_\_\_\_/\_\_\_\_

Services Provided:	What did you do?	Date:	Result:	Proof:
Helped to increase access to education (fees exempt, uniform, supplies, tutor or homework)				
Helped to access to economic support (grant)				
Helped receive food or nutritional support (food parcel, gardening)				
Helped child to received legal aid (obtain birth certificate, ID)				
Helped to access health care (vaccinations, clinic card)				
Provided or referred psychological/emotional care/spiritual counselling				
Provided protection to child abuse				
Benefited from community mobilization				
Other services provided, not mentioned above (personal hygiene, home maintenance, child care, clothing)				